



Office relocation

Your ultimate guide

Before the move

Planning

- Appoint a move coordinator and/or committee.
- Assign numbered work spaces in the new premises to employees.
- Name communal spaces to help the team navigate the new space.
- Ensure all network infrastructure and furniture needs are ready.
- Confirm what day you'll have keys and access to the new space.
- Ensure the removalist has adequate insurance and access to the building.
- Talk to service providers, especially internet and electricity, to ensure they can meet your new needs.
- Check new office premises are covered under existing insurance policies.
- Organise packing equipment.
- Make sure all facilities will be working on move-in day including toilets, fridges and lighting.

Preparing the team

- Send clear instructions about packing processes.
- Send employees a map of the new location including work spaces.
- Keep a moving schedule in a communal area to update staff.
- Provide the team with their allocated moving and desk numbers.

Packing

- Place desktop items such as keyboards and cables into boxes and label with allocated number.
- Label larger electronics and furniture according to the workspace.
- Empty, lock or tape all filing cabinets.
- Request that all valuable and personal items be taken home, rather than packed.
- Assign teams to pack up communal spaces.

Tip: Prior to moving, send a representative from each team to assess their work spaces at your new location and report back on any issues.

During the move

- Consider having staff work remotely if possible.
- Work on one area of the new office at a time.
- Connect phones and computers. Prioritise network and internet.
- Test all technology prior to staff arriving.
- Keep employees updated about progress.
- Ensure any necessary repairs to the outgoing office are completed.
- Assign teams to unpack communal spaces.

Tip: Have a company representative at both locations, especially if there are multiple removal trucks.

After the move

Logistics

- Ensure both sites are cleaned thoroughly.
- For large buildings, create signs so employees know where to go.
- Induct staff at new premises.
- Appoint fire wardens.

Communications

- Update website and social media pages with new business address and phone number.
- Update all staff signatures and any printed materials.
- Advise all clients and customers.
- Change your address and phone number on Google.

Tip: While most things are online nowadays, don't forget about the snail mail.

Think sustainably

- Change the light bulbs to more energy efficient options; use compact fluorescent lamps or low-energy LEDs.
- Install motion detectors or timers to control lighting in less-frequented areas.
- Moving is a great time to consider getting rid of the printer and going paperless.
- Put air conditioning and heating on timers and pre-program the thermostat.

Time to move? Head to [agl.com.au/business](https://www.agl.com.au/business)